

STATEWIDE  
*Arizona Air National Guard*  
Active Guard/Reserve (AGR) Announcement  
JOINT FORCES HEADQUARTERS/HRO  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4826: DSN 853-4826  
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:  
19-277A

OPENING DATE:  
3-Jun-2019

CLOSING DATE:  
18-Jun-2019

**POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:**

Administrative Support Technician, D1436000, GS-0303-06, E-5/SSgt - E-7/MSgt, MPCN: 009699411L

**\*\*Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.\*\***

APPOINTMENT FACTOR:  
OFFICER ☐ ENLISTED ☒

AFSC:  
3F051

ASVAB:  
A-41

**LOCATION OF POSITION:** 161st Air Refueling Wing, Phoenix, Arizona

**AREA OF CONSIDERATION:** This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. PCS funds are authorized.

**NOTE:** This position subject to rotating shifts, weekends and holidays.

**NOTE:** MUST possess AFSC 3F051 or 3F071

**NOTE:** Preferred background, working experience and knowledge of enlisted/officer evaluation reports program.

**NOTE:** KSAs must exhibit hands-on experience or general knowledge in the usage of, but not limited to, AROWS, Defense Travel System (DTS), MilPDS or DCPDS systems.

**NOTE:** Placement is contingent upon successful Manpower Change Request.

**NOTE:** Must have Security Clearance.

**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:**

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

**The following documents are not required but strongly recommended for validation of experience/education:**

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

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#### **NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

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#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Demonstrated skill and ability to research, interpret, analyze, and apply military or civilian human resource guidelines, policies, programs and regulations to advise senior officers/enlisted leaders, supervisors, or members.
  2. Demonstrated skill and ability to communicate effectively both orally and in writing at all levels of an organization to plan, organize work, administer and meet assigned tasks and organizational requirements.
  3. Demonstrated hands-on working knowledge of various military/civilian human resources system requirements for assigned unit, i.e., MilPDS, PRDA, vPC, vMPF, GEARS, DCPDS, CHRIS, etc.
  4. Demonstrated skill and ability compiling information, preparing reports by retrieving and formatting information available from various sources or military or civilian human resource personnel systems.
  5. Demonstrated skill and ability with usage of military/civilian pay, allowance, and travel systems and procedures, ie., AROWS, Defense Travel System (DTS), ATAAPS, etc.
  6. Demonstrated skill and ability with use of military or civilian personnel programs, which aided in technical assistance for senior officers/enlisted leaders, supervisors or members of an organization.
  7. Demonstrated working knowledge of, but not limited to, officer/enlisted evaluation program, unit deployment manager program, unit training manager program, or various military/civilian human resource management program functions, etc.
  8. Demonstrated working knowledge of various software programs; Microsoft Excel, Access, Word, PowerPoint, etc.
  9. Demonstrated experience, skill or ability working in a fast-paced, unpredictable, multi-tasked work environment with, at times, limited supervision.
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**SPECIALIZED EXPERIENCE:** Must have a minimum of 12 months experience demonstrating customer service and administrative skills working with military personnel in order to meet organizational, management, and mission requirements. Must have experience executing oral and written instructions to accomplish daily work tasks; experience and ability to communicate effectively both through oral and writing; must possess ability to present ideas and information utilizing presentations, briefings, and correspondence to internal/external customers and leadership. Must have in-depth working knowledge and experience, but not limited to, AROWS, Defense Travel System (DTS), MilPDS or DCPDS system programs. Experience in providing guidance and assistance to senior leaders, supervisors, and military members on a variety of personnel matters.

**BRIEF JOB DESCRIPTION:** This position is located in Phoenix, Arizona at the 161st Air Refueling Wing. The purpose of this position is to organize, develop, and administer locally authorized military human resources actions for the unit and to provide counseling and assistance to assigned personnel. Forwards additional human resources actions to Wing Military Personnel Flight (MPF). This position may be tasked to perform a variety of administrative and other duties that support the military human resources function. This position requires military membership. It is designated for Air National Guard enlisted incumbency only. The incumbent performs duties necessary to accomplish human resources/customer support functions in support of programs essential to the entire Mission Support Group daily administrative functions, training, and readiness missions. Provides advice, counsel, and assistance to all Commanders, Chief's and unit staff pertaining to military human resources administration. Understands, interprets, and implements Air Force, Air National Guard, State and Wing regulations, instructions, policies and precedents pertaining to the full range of human resources actions. Plans, organizes, and administers various military human resources programs for the unit, to include, but not limited to; enlistments, re-enlistments, extensions, separations, retirements, promotions, awards and decorations, duty status, in/out processing actions, officer/enlisted evaluation program, security clearances, fitness program management, civilian/military payroll actions, unit training manager and/or unit deployment manager programs. Processes orders to include preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations. Ensures all necessary documentation is completed and forwarded to the Wing MPF for processing as needed. Performs HRO remote duties for the entire Wing to include processing/tracking full time employment packages, announcements, and USERRA actions. Performs other additional duties as assigned.

**SELECTING OFFICIAL:** Colonel David J. Ciesielski

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